### TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## **Shared Residency Verification Procedures**

1017

In the event that a student resides with his/her parent(s)/guardian(s) in the home of another person, the following information must be provided to the authorized charter school at registration (All three (3) items MUST be provided):

#### 1. Affidavit of Shared Residency

Signed by the student's parent(s)/guardian(s) and the homeowner

#### 2. Homeowner Proof of Residency

- The homeowner of the home in which the student resides <u>must accompany the</u> <u>parent/guardian to registration</u> and provide at least two (2) of the items listed below bearing the address at which the student will be residing:
  - Driver's license or other state/government issued ID
  - Most recent power, water, or gas bill
  - Mortgage statement or deed
  - Signed lease or rental agreement
  - Real Estate tax receipt
  - Other documentation deemed appropriate by the Commission in the event that two (2) of the items listed above cannot be provided

#### 3. Parent/Guardian Proof of Residency

- The parent/guardian must provide <u>at least two (2)</u> of the items listed below bearing the address at which the student will be residing:
  - Driver's license or other state/government issued ID
  - Car Registration
  - Voter Registration
  - Payroll Stub
  - Three (3) significant pieces of mail
  - Government Assistance Communication
  - Other documentation deemed appropriate by the Commission in the event that two (2) of the items listed above cannot be provided.

**Note:** These requirements <u>do not</u> apply to homeless students. Please contact the school to see if your student qualifies as homeless.

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### **Affidavit of Shared Residency**

This form is completed when residency requirements cannot be provided due to the fact that the parent and child(ren) are sharing a home with another person seven days a week, year-round. All sections must be completed and signatures notarized. DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ARE INCORRECT. Evidence of false information will result in immediate withdrawal of the student(s) from the Commission school and return to their local school district. This affidavit must be re-submitted to the school annually. NOTE: These requirements do not apply to homeless students.

STUDENT INFORMATION: (list additional students on a separate sheet)					
Student 1	Name (Last, First):				
	Female: □         Male: □         DOB://				
S	Grade: PreK   K   1   2   3   4   5   6   7   8   9   10   11	□ 12 □			
2					
Student 2	Name (Last, First):				
	Female:	_ 12 _			
ΤO	BE COMPLETED BY THE PARENT/GUARDIAN:				
TO BE COMPLETED BY THE PARENT/GUARDIAN.					
Name (Last, First):					
Address:					
Phone (cell/home): Phone (work):					
The living arrangement is: □ Temporary until/ □ Permanent					
I,, declare/affirm that the above is my only residence. I agree to notify the school if there is any change in the status of my residence. I understand that home visitation and/or residency verification may be					
part of the process to establish residency with an Affidavit of Shared Residence.					
/Pare	ent/Legal Guardian Signature) (Date)	(TN ID/Driver's License #)			
(r ure	Parenty Legal Guardian Signature) [Date] (TN 10/Dilver's License #)				
ТО	BE COMPLETED BY A TENNESSEE NOTARY PUBLIC:				
Ctat	to of Tonnesson County of	Place Notary Seed here			
Sub	te of Tennessee, County of, scribed and sworn to (or affirmed) before me this day of, 20	Place Notary Seal here			
By_	(Name(s) of Signer(s))				
who	proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are				
	scribed within the instrument and acknowledged to me that he/she/they executed the same				
	is/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I				
certify under PENALTY OF PERJURY under the laws of the State of Tennessee that the foregoing paragraph is true and correct. WITNESS my hand and official seal.					
para					
		(Notary Public Signature)			

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TO BE COMPLETED BY THE LEASE HOLDER/HOMEOWNER:				
I,, declare/certify that I am the primary resident/owner at the address above and that the mentioned adult and student(s) reside with me on a full time basis (seven days a week year round.) I agree to notify the school if there is any change in the status of residence of the parent/guardian(s) listed. I understand that home visitation and/or residency verification may be part of the process to establish residency with an Affidavit of Shared Residence. I further agree to provide two current proofs my residence to the Commission School District.				
(Date)	(TN ID/Driver's License #)	-		
TO BE COMPLETED BY A TENNESSEE NOTARY PUBLIC:				
e(s) of Signer(s)) evidence to be the person(s) whose na ledged to me that he/she/they execute hat by his/her/their signature(s) on the ich the person(s) acted, executed the in	name(s) is/are  Ited the same the instrument instrument. I			

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